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PROGRAMS FOR FY 1963

1. Recomputation of SCD's:

Recomputing longevity and service computation dates in connection with the 701 program and for potential retirees pointed up the desirability of securing records of previous Federal service for all employees. During FY 1963 the Branch plans to complete the task of securing these records. This is done routinely for all new employees.

A study will be made of the desirability of securing copies of military discharge papers at time of EOD to further assist in the verification of these service computation dates.

2. Creditability of Prior Service for Foreign Nationals:

An impasse was reached this year in determining creditability of employment of foreign nationals with certain overseas military installations with completely contradictory interpretations from the Department of State and the Department of Defense. An attempt will be made to get a ruling from the Civil Service Commission which in the past has refused to review a case unless the foreign national was eligible for retirement or wished to make payment into the retirement fund for such service.

3. Study of Retention of Applicant Files:

Physical limitation of file space dictates that the possible destruction of applicant files again be reviewed. It has been necessary to retire to the Records Center resignee files every three months and applicant files more than a year old. Over one hundred boxes were retired this year. At the present rate of increase of new applicant folders, the [] will be forced to retire applicant folders at least every nine months.

25X1

4. Reflecting Category of Personnel on All Personnel Actions:

This subject was reviewed by the former Branch Chief at the time of the issuance of [] and it was recommended that the category as defined in the regulation be omitted from every type of personnel action because of computer difficulties and objections by the Office of the Comptroller. When a decision has been reached on the recommendation that the effective date of career status be the date of eligibility, or date of Career Board approval on deferred cases, this subject will again be reviewed by this Branch.

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5. Reorganization

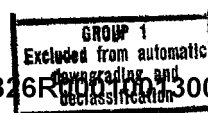
25X1

A study will be made as to the advisability of combining these two Sections under a single chief. The work performed is more closely related than ever before and the physical relationship of the sections appears to make it desirable. It is possible that an interchange of personnel could effect a saving of one position because of the spasmodic flow of work peculiar to this type of function.

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TRANSACTIONS & RECORDS BRANCH OPERATIONS

FY 1962

FY 1961

FY 1960

25X1

25X1

[Redacted]

- Employees files charged out
- Terminated files charged out
- 3. Employee file material received
- 4. EOD files established
- 5. Applicant files established
- 6. Applicant files charged out
- 7. Mail inserted in applicant files
- 8. Files requested from FRC or other agencies
- 9. Files reviewed by investigators

25X1

[Redacted]

- 1. Personnel Actions prepared
- 2. Miscellaneous Change Notices prepared
- 3. Documents coded

25X1

[Redacted]

- 1. Personnel Actions processed
- 2. Periodic Step Increases processed
- 3. SCD's computed
- 4. LSI's computed

[Redacted]

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Excluded from automatic
downgrading and
declassification

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Statistical Recapitulation of Major Activities
Within the Sections of
Transactions and Records Branch
1 July 1961 through 30 June 1962

Yearly
Total Average
 per Month

25X1

[Redacted]

1. Employee files charged out
2. Terminated files charged out
3. Employee file material received
4. EOD files established
5. Applicant folders established
6. Applicant files charged out
7. Mail inserted in applicant files
8. Files requested from FRC or other agencies
9. Files reviewed by investigators

25X1

[Redacted]

25X1

[Redacted]

1. Personnel Actions prepared
2. Miscellaneous Change Notices prepared
3. Documents coded

25X1

[Redacted]

1. Personnel Actions processed
2. Periodic Step Increases processed
3. SCD's computed
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